

Central Intelligence Agency



Washington, D.C. 20505

CIA

17 August 1988

Mr. Charles Kirk
 Managing Director of Logistics Operations
 Federal Express
 2003 Corporate Avenue
 Memphis, Tennessee 38132-1884

Dear Mr. Kirk:

Thank you for being so responsive to my telephone call regarding our proposed visit to your facilities in Memphis.

As I mentioned to you over the phone, the Office of Logistics is responsible for worldwide support to the Agency's mission. More specifically, our functions include supply, procurement (contracting), facilities management, and printing and photography. We would like the opportunity to directly observe activities conducted by Federal Express which relate to the foregoing functions. Mr. James Taylor, our Executive Director, spoke in glowing terms of your operational efficiency and suggested that we might enhance the manner in which we do business by learning from you.

Assuming that we can arrange mutually agreeable dates for visiting you in Memphis, I will plan to bring along three individuals from our supply function who are responsible for carrying out supply activities and two individuals who are responsible for the movement of mail. I would like to propose that we visit you on 14 and 15 September (our first choice) or 21 and 22 September. Looking forward to hearing from you, I remain,

Sincerely,



John M. Ray
 Director of Logistics

cc: Mr. James A. Perkins
 Senior Vice President of
 Personnel
 Federal Express

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